



## City of Austin - JOB DESCRIPTION



### Archives Media Specialist

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(30) Technicians
<b>Class Code:</b>	16788	<b>Salary Grade:</b>	NU5
<b>Approved:</b>	August 22, 2012	<b>Last Revised:</b>	February 05, 2013

#### Purpose:

Under limited supervision preserves and creates images, documents and various materials for historical, current, and future use.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Performs film processing, printing, print finishing, on-line imaging, and production of copy negatives and transparencies
2. Operates, maintains, rebuilds and customizes photo lab, lab software and lab equipment
3. Creates improved copies of faded damaged and obscured early process photographs
4. Acts as advisor on digital imaging, and imaging archiving
5. Enhances and edits image originals and copies
6. Creates archival metadata and manages databases
7. Retrieves, preserves, and organizes photographs and negatives
8. Makes high quality photographic prints, including but not limited to 5x7, panoramic, and mural
9. Operates still film, copy, and digital cameras
10. Handles customer orders including consulting, packaging, mailing, tracking and billing
11. Makes, tracks, and reports specialized purchases
12. Consults with department marketing and exhibit teams and other City departments and employees
13. Assists curator with historical photograph collections

#### Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of color management
- Knowledge of database image storage, retrieval and metadata creation
- Knowledge of archival standards and best practices
- Knowledge of historical photographic processes
- Knowledge of mural and panoramic size professional inkjet printers
- Skill in maintenance of professional inkjet printers, cameras, developing, and other image producing equipment
- Skill in photographing people, events, architecture, documents, photographs and artifacts
- Skill in handling multiple tasks and prioritizing
- Skill in using computers and related software applications
- Skill in written and oral communication
- Ability to operate professional photographic equipment
- Ability to work in close quarters
- Ability to quickly and accurately obtain appropriate information.
- Ability to establish and maintain effective communication and working relationships with city employees and the public

#### Minimum Qualifications:

- Associate Degree from an accredited four-year college or university with major coursework in a field related to the job, plus three (3) years of related experience working as a printer, film processor, or camera operator in a professional photography lab
- Experience may substitute for education up to a maximum of two (2) years.

#### Licenses and Certifications Required:

- None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.